



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date June 4, 1974		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed JUN - 7 1974 74-191 JUL - 3 1974	
2. Agency Application No. DHR - DPH 29		3. AGENCY, Division, Subdivision & Administering Office Address Department of Human Resources Division of Physical Health - Health Improvement Section Maternal Health Unit - Room 618-H 47 Trinity Avenue, S. W. - Atlanta, Georgia 30334		4. Person to Contact Jewell Callahan	
		5. Working Title Admin. Officer		6. Tel. No. 4830 656-4417	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1973 - to date		9. Exact Series Title PAYMENT STERILIZATION AUTHORIZATION FILES			
10. What is the function of the office in which this record series is created? <p>The Division of Physical Health is responsible for the administration, direction and coordination of the Physical Health Programs in the State. These include, but are not limited to, health standards for businesses, housing, field operations and hospitals throughout the State; improvement of physical and dental health of adults and children, and health of expectant mothers; administration of family planning and sterilization programs; diagnosis and control of diseases; supervision of construction and licensure of health facilities; and administration of the Cancer Assistance Program.</p> <p>The Maternal Health/Family Planning Unit has the function to improve the quality of family life by promoting all maternal health activities on local and district Human Resources staffs to women in child bearing years. Also to establish service standards, policies, and procedures; and coordinate activities of all involved agencies.</p>					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). <p>Documents relating to the authorization and payment for the surgical sterilization of residents (male and female) of the State of Georgia.</p> <p>Included are Form HC 2.50 (application for payment for sterilization by which individual requests sterilization at State expense); Form HC 2.51 (authorization for payment to physician); Form HC 2.52 (authorization for payment to hospital); and itemized statement of charges.</p> <p>Files are arranged alphabetically by name of the individual.</p>					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	to be determined as	No. of Drawers Cu. Ft. of Records
Letter-size File Drawers		2	1.5	ANNUAL RATE OF ACCUMULATION program develops	
Legal-size File Drawers				Floor Space Occupied (Square Feet)	In Office(s) In Storage Area(s)
					This Year's Last Year's Preceding Year's All Prior Years'
				AVERAGE DAILY REFERENCES	2 0 0 0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO
[x] []

- 13. Is this the Record Copy of the series? [x] []
- 14. Is there a duplication of this series in another office or agency? [] [x]
- 15. Is the information contained in this series ever summarized or published? [] [x]
Attach copy of summary or publication.
- 16. Does the series contain classified information requiring security handling? [x] []
- 17. Does the series initiate, amend or terminate agency policies and procedures? [] [x]
- 18. Could the function be performed if the files were lost or destroyed? [x] []
- 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [x]
- 20. Does the record series provide data as input to an EDP file? [] [x]
- 21. Does the record series contain documentation produced as EDP printout? [] [x]
- 22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] [x]
- 23. Will there be a need for these records 10, 15 years from now? If yes, what? [] [x]

24. REQUIREMENTS. The following requires the files to be kept 7 years:
a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL * e. [x] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)
*see attached memorandum

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each -[] CALENDAR YEAR -[x] FISCAL YEAR -[] OTHER _____, then:
[x] Hold in the current files area _____ month(s)/ 1 year(s):
[x] Transfer to [x] State Records Center [] Local Holding Area; hold 6 year(s):
[x] Destroy.
[] Transfer to State Archives for permanent retention.
[] Destroy immediately after cut-off.
[] Other: (Specify) _____

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>William S. Lee</i>		Date <i>6 June 74</i>	
26. Recommendations in paragraph 25 are:		OTHER REQUIRED SIGNATURES	
Agency Head/Designee [x] Approved [] Disapproved		<i>William S. Lee</i> <i>CD</i>	
State Auditor/Designee [] Approved [] Disapproved		<i>William M. Dixon</i>	
Secretary of State/Designee [] Approved [] Disapproved		<i>Carol Hart</i>	
Attorney General/Designee [x] Approved [] Disapproved		<i>W. H. H. H.</i>	
STATE RECORDS COMMITTEE		DATE <i>6 June 74</i> <i>7-1-74</i> <i>6-28-74</i> <i>7-2-74</i>	